



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-05-130	<b>POSITION:</b> CINGIS Project Director
<b>POSITION SERIES:</b> DS-0601	<b>POSITION GRADE:</b> 14
<b>OPENING DATE:</b> 06/27/05	<b>CLOSING DATE:</b> Open Until Filled
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> 07/05/05 (And every two (2) weeks thereafter)	<b>SALARY RANGE:</b> \$74,697 - \$97,108 Per Annum
<b>WORKSITE:</b> 64 New York Avenue, N.E. Washington, DC 20002	<b>TOUR OF DUTY:</b> 8:15 am – 4:45 pm Monday –Friday
<b>PROMOTION POTENTIAL:</b> None	<b>AREA OF CONSIDERATION:</b> Unlimited
<b>AGENCY:</b> Mental Health Authority	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> ( ) Permanent (X) Term (13 months to 4 years) Not to Exceed <u>4 Years</u> . ( ) Temporary (Up to 1 year), Not to Exceed _____ months.	
( ) This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction.	
(X) This position IS NOT in a collective bargaining unit.	
<b>"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988":</b> An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> The incumbent serves as the Project Director for the D.C. Children Inspired Now Gain Strength (DC CINGIS) Project for the Department of Mental Health. The incumbent provides leadership in planning, managing, and directing activities of the CINGIS project. Identifies and ensures the development and implementation of procedures to perform project functions. Reviews the progress of project performance and monitors and revises planning processes. Oversees and coordinates the development of system of care that will help reduce reliance on out-of-home placement for children and youth with intensive needs. Serves as a principle resource and provides authoritative advice on the CINGIS project management to department officials. Plans, organizes, coordinates and evaluates the work of the staff to assure project activities are designed and implemented in a manner that assures achievement of established objects. Established performance standards, evaluates work performance and provides advice and counsel to staff on work performance. Develops reports and analyses to help describe and assess performance of the system of care and articulates policy recommendations to improve system performance and expand the range and scope of community based services and supports.	
<b>QUALIFICATIONS REQUIREMENT:</b> As a basic requirement, all applicants must have successfully completed a four (4) year course of study in an accredited college or university leading to a Bachelors or higher degree which involved major study in an academic field related to health or allied sciences. This position requires on (1) year of specialized experience equivalent to the next lower grade in the normal grade level progression for the position to be filled. Specialized experience is experience which is directly related to the position to be filled which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position to be filled.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> None	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Demonstrated expertise in development of system care that will reduce reliance on out-of-home placement for children and youth with intensive needs.
2. Expert knowledge of health care and project management and leadership; systems of care or integrated network principles and how integrated health systems operate pertaining to children and youth mental health services in the District of Columbia.
3. Knowledge of concepts, principles and practices of vision and mission of the DC CINGS project and collaborating with community-based organizations.
4. Excellent oral and written communication skills as required to provide expert assistance and guidance related to CINGS project issues and policies.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:** DEPARTMENT OF MENTAL HEALTH  
DIVISION OF HUMAN RESOURCES  
64 NEW YORK AVENUE, NE, 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins (202) 673-7522  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

### **DRUG-FREE WORKPLACE ACT OF 1988.**

"Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."